Dusting, washing, sweeping, brushing, tidying, emptying, not to mention cleaning the windows, washing the tea cups, polishing the floors, cleaning the carpets as well as odd jobs like furbishing bronze busts, scrubbing glazed brick walls, touching up marble and dusting the portrait of the founder and

sterilising telephones and cleaning the typewriters—supplying the staff with clean towels and repairing and redecorating and things like that which have to be done now and again but not as often thank goodness as dusting, washing, sweeping, brushing, tidying, emptying, not to mention cleaning the windows, washing . . . . .

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. . . let General Services do the LOT

REGULARLY, EFFICIENTLY (& MORE ECONOMICALLY)

HAVE YOU EVER CONSIDERED how much time, trouble and money is wasted owing to the fact that so many *different* people are concerned with keeping your office clean? Charwomen come and go. Window cleaners do hair-raising things outside windows. Telephone sterilisers brandish syringes. Somebody else sees to the towels. Somebody else washes the teacups. In short it involves a lot of people, a lot of arrangement, a lot of fuss . . . and a lot of bills.

Rationalising the cleaning problem pays both in terms of efficiency and of economy. General Services unite in one organisation, cleaning in its every aspect and maintenance of everything from typewriters to a supply of towels. Naturally a service that exists solely for the cleaning and maintenance of office premises is an *expert* service, thorough

both in principle and practice. Daily domestic office cleaning, periodical spring cleaning, regular window cleaning, vacuuming of carpets, telephone sterilisation, typewriter maintenance, clean towel supplies — all these activities can be done *better* by one organisation such as General Services. Because General Services maintain a highly-trained uniformed staff, each branch of which *specialises* in one particular job.

CONSIDER THE CONVENIENCE. Instead of dealing with ten people, you deal with one. Having decided what needs doing and at what intervals, leave the rest to us. Our cleaning staff of men and women, who are well trained, well paid, well insured and well equipped with the modernest appliances and materials, will carry out the work specified thoroughly and regularly.

CONSIDER THE ECONOMY. One estimate can cover everything from daily domestic cleaning to periodical overhauling and renovations. By maintaining a large, regular staff we are naturally able to effect economies and these are handed on to our clients. Comparison of your *total* expenses for cleaning and maintenance with an estimate which we shall be very happy to supply, will convince you of the advantages both practical and financial, of letting General Services do the whole job.

On the following pages are listed some of the things we do. Regular cleaning operations such as daily domestic cleaning and periodic window cleaning are best specified on a regular contract basis; special operations at short notice as circumstances require.

DAILY & PERIODIC CLEANING & MAINTENANCE

—operations best specified on a contract basis

DOMESTIC CLEANING includes all the operations usually carried out by charwomen. The work is efficiently *organised* and supervised. If desired, your present cleaning staff can be taken over by General Services, their work being part of any service scheme you care to specify.

WINDOW CLEANING at whatever intervals you care to specify. The employees of General Services, in this as in all other departments, are thoroughly insured against accidents (see page 7), thereby relieving you or your insurers of all liability.

Wherever there are carpets, regular *vacuum cleaning* is advisable. It can be included in your specification at whatever interval you choose.

Periodical *sterilisation of telephones* is now recognised as an essential factor of hygiene, of which the practical results are immediately evident in a decrease in the number of colds, sore throats, etc., sustained by the staff.

AIR-PURIFICATION is a special winter anti-flu service. Regular spraying with a germicide, lightly scented with a pine and lavender extract (or other scents, or scentless) will cause a noticeable decrease in absenteeism due to flu and colds, quite apart from the fresh and pleasing atmosphere it imparts.

CLEAN TOWEL SERVICE. Special arrangements have been made with the Initial Towel Company which enables us to offer their clean towel service as part of our general service. This includes one Huckaback towel a week for each member of the staff; clean dusters and teacloths as required weekly, toilet cabinet for each lavatory comprising 1 hairbrush, 1 nail brush, 1 clothes brush, 1 comb, 1 soap dish and toilet soap.

TYPEWRITER MAINTENANCE. The contract consists of monthly visits by highly skilled mechanics for a thorough cleaning, oiling and adjusting of *all* makes of typewriters. Any replacement parts costing not more than one shilling are fitted without charge, other parts are charged at cost price, but fitted free. Regular servicing lengthens the life of a typewriter by many years, maintains the quality of work at its best and curtails those expensive repairs which are generally due to long-standing neglect.

Contracts for cleaning and maintenance include—

DAILY

thoroughly sweep all floor area
sweep carpets
buff up polished floors, waxing and polishing as required
collect all waste paper for disposal
dust all furniture, fittings, fixtures, etc., and polish
dust down paintwork, keeping it free from finger marks, etc.
scour and disinfect lavatories, clean basins, taps and floors
clean metal work, gas ovens, gas rings
wash crockery
dust typewriters
dust telephones
purify air (winter only)

PERIODICALLY

vacuum clean walls, carpets, high ledges, etc. (every month)
clean pictures, electric light globes, fittings and shades (every month)
service typewriters (every month)
disinfect telephones (every week)
clean windows (every month)
ever-clean towel service (every week)

SPRING CLEANING

—as, how and when

The life of office furniture, paintwork, carpets and other appointments is greatly lengthened by specifying a thorough spring cleaning of the whole office at given intervals. The work includes washing down paint, etc., thorough vacuuming of carpets, books, files, etc., washing and cleaning of curtains, dry-cleaning of wallpaper, distemper ceilings and so on. Estimates free on request.

OTHER CLEANING OPERATIONS

—as circumstances require

CARPET CLEANING. There is nothing like a spotless carpet to give an air of freshness to an office. General Services advise the periodical thorough cleaning of carpets, particularly where vacuuming has not been regular. Mechanical beating and shampooing of carpets can be carried out under thoroughly hygienic conditions by skilled operators.

VACUUM CLEANING with special high powered vacuum cleaners of carpets, curtains, files, records, books, walls, ceilings and so on can be specified either as circumstances require or as part of our 'spring cleaning' service. The amount of dust extracted will surprise you!

CLEANING GLAZED BRICK WALLS. A thorough washing down of glazed bricks, tiles and paintwork makes a great difference in the amount of light reflected and in the consequent amount of electric power consumed for lighting. Occasional cleaning of glazed brick walls pays for itself, quite apart from improving immediate working conditions.

CLEANING PAINTWORK. If the paintwork is in good condition but looks dull and dirty, the expense of repainting can be avoided by letting General Services revivify it by washing down with special soaps, etc. This service is of special benefit when moving offices, as a thorough cleaning of old but sound paintwork will restore its lustre and save a considerable expense.

MISCELLANEOUS SERVICES

These include *restaining*, *repolishing* (where necessary, *resurfacing*) of wood floors and hand rails, lino, composition, terrazzo, mosaic, stone, cork, granolithics, tiles, etc., etc. The latest modern appliances are used for the various operations and a high level of results is assured.

FURNITURE REPAIRS. Highly skilled carpenters are available for the repairing of desks, tables, chairs, shelves, filing cabinets, etc. All renovations and repairs involving good carpentry are carried out at competitive prices by General Services.

DECORATIONS—interior and exterior, designed and executed according to customers' requirements, speedily, efficiently and economically. Specialists are engaged for all types of work, including plumbing, electrical work, partitioning, shelving, etc.

REMOVALS of all and every kind.

SIGN WRITING for nameplates, etc., as required for showrooms, office doors, and so on.

INSURANCE

Women cleaners are employed for general cleaning, men operators for all other work. Our staff is fully covered by comprehensive insurance at Lloyds for all risks including damage to property and Third Party.

PRICES & ESTIMATES

Our prices are very reasonable. Large scale organisation allows them to be. On receipt of a letter, card or telephone call a representative will be pleased to come and view your premises, to discuss what needs doing and how often, and to submit estimates entirely *without any obligation on your part to accept* them.

Years of experience have convinced us that the service we offer should be an integral factor of every modern business, be it of small, medium, large or mammoth dimensions. It is a truism of the day that specialisation pays both in terms of results obtained and of money expended, and we hope that you will look into this possibility of letting *one* organisation do the *whole* job of keeping your premises clean and in good order.

How much do you spend?

—and do 'they' *do* it?

FEW PEOPLE REALISE how much they spend on cleaning. If you get your accountant to tot up the total spent on charwomen, window-cleaning, cleaning materials, telephone sterilisation (if and when), odd jobs and minor repairs, the figure will surprise you. And is the work thorough?

Here is a typical instance of the advantages secured by letting General Services do the lot. A firm in Mayfair with 22 rooms, stairways, basement, large hall and so on, many of the rooms being very large with painted ceilings, was spending £8. 5*s*. 6*d*. a week on sundry cleaners. By changing over to General Services, not only is the ordinary domestic work thoroughly supervised and carried out according to specification, but *in addition* many other jobs, hardly even considered, are included, such as washing fingermarks off paintwork, buffing and polishing floors and furniture, vacuum

cleaning walls and high ledges, cleaning pictures, electric light globes and shades, air purification, disinfecting telephones, etc., etc.

In spite of the higher standard of domestic work resulting from proper supervision and in spite of the many additional services included in the specification, the cost works out at a figure *appreciably less* than before. Incidentally any *odd jobs* that need doing at short notice are carried out immediately, economically and effectively, because there is always an efficient General Services executive to answer the 'phone at all hours—with skilled labour at his disposal.

These are the reasons why the firm mentioned decided to let *General Services do the lot.*

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. . . let General Services do the LOT

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~~89 FLEET STREET, LONDON, E.C.4~~ *Telephone:* ~~CENtral 3184~~

A representative will be happy to come and view your premises, to discuss what needs doing and how often, and to submit estimates entirely without any obligation on your part.

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